
	<b>STANDARD OPERATING GUIDELINE</b>				
	OPERATIONS				
	EXPOSURE TO BODILY FLUIDS				
	Effective: 01/Oct/99	Revised: 28/Dec/2020	S.O.G. #: O-332	Page: 1 of 1	

**1.0 Objective**

1.1 The purpose of this guideline is to establish procedures for employees to follow to address exposures to bodily fluids. Adherence to these procedures will allow proper implementation of follow-up reporting and Workers Compensation coverage of testing costs. This guideline is consistent with Highland Park Hospital EMS System Policy IFC 05 (Direct Exposure to Blood and Body Fluids).

**2.0 Responsibility**

2.1 It is the responsibility of all Department personnel to understand the procedures documented in this Standard Operating Guideline.

**3.0 Guideline**

3.1 Prevention: All attempts to prevent and avoid possible exposure to bodily fluids and bloodborne pathogens shall be made. This includes adherence to the Highland Park Fire Department Bloodborne Pathogen Policy, as well as the Highland Park Hospital EMS System Infection Control Policy (IFC 10).

3.2 Procedure: In the event of significant exposure to blood or bodily fluids, either via needle stick, splashing, mucous membrane contact, or any other route, the following measures shall be taken following transfer of the patient to the Emergency Department:

3.2.1 Notification: The employee’s immediate supervisor shall be notified.

3.2.2 ED Admission: The employee shall sign-in at the Emergency Department, and shall be evaluated, with baseline blood level tests conducted on order of the emergency physician. If possible, the employee’s Emergency Department admission will be at the same facility to which the patient was transported. If this is not possible, the facility does not cooperate, or the employee’s baseline blood draw occurs sometime later, then the employee is to go to Lake Forest Occupational Health.

3.2.3 Hospital Form: The employee shall complete a Highland Park Hospital EMS System “Pre-Hospital Care Provider Notification of Significant Exposure During Resuscitation or Transport” form. This form will be submitted to the Charge Nurse, EMS Coordinator, with a copy submitted to the Fire Department.

3.2.4 City Form: Upon return to quarters, the employee and his supervisor shall complete and submit a duty-injury notification packet. This will provide a Workers Compensation record of the incident so the ED and lab charges may be paid.

3.2.5 Follow-Up: Follow-up will be provided by the Highland Park Hospital EMS System and/or hospital infection

**4.0 Reference**

4.1 Highland Park Fire Department

4.2 Highland Park Hospital EMS System

Approved:  Fire Chief